

## **Town of Narragansett Public Safety Dispatcher/Clerk Test**

The Town of Narragansett will be holding a test for any individuals who are interested in being considered for the position of Public Safety Dispatcher/Clerk.

The dispatcher receives all oral communications from the public and law enforcement personnel contacting the police station. He/she may perform clerical work in support of several of the functions within the organization. Included in this position is the logging of assignment of vehicles, keeping various departmental records and reports, and providing assistance to person's information and instructions. Also must have the ability to respond calmly and quickly to emergencies and dealing effectively with the public.

**Requirements:** HS Diploma or equivalent required. Applicant must possess excellent written and verbal communication skills. The applicant must have the ability to handle stressful situations; must have computer efficiency and be able to operate various types of office equipment. The applicant must be able to work on all shifts, holidays, and overtime.

**Testing:** There will be an audio and written test held on **Wednesday, August 2, 2017 at 6 p.m.** This will be the only test so you must be able to attend. **There is a non-refundable \$30 application fee which must be mailed in with your complete application.** No payment will be accepted on the day of the test. **The test will be held at Narragansett High School, 245 South Pier Road, Narragansett, RI in the cafeteria at 6 p.m.**

**All applications and \$30 application fee** must be received at the Narragansett Police Department no later than **Wednesday, July 26, 2017.**

Payment should be either a personal check or money order payable to the Town of Narragansett. Cash, credit card or any other means of payment are **not** acceptable. Please mail payment with the application to:

**Narragansett Police Department  
Attn: Chief's Office  
40 Caswell Street  
Narragansett, RI 02882**

Please be advised that on the day of the test, you will be required to provide proof of identification. The identification must be state certified with photo; i.e. valid driver's license or military ID. College photo IDs and library cards, etc. are **not** acceptable. Candidates unable to provide photo identification at time of testing will be disqualified.

Employment applications can be found on the Town's website at [www.narragansettri.gov](http://www.narragansettri.gov).